

**BOROUGH OF WIND GAP  
545 East West Street  
WIND GAP, PA 18091  
610-863-7288  
FAX 610-863-1011**

The Council meeting of the Borough of Wind Gap on Tuesday, April 19, 2022 was called to order at 7:00 p.m. by Council President George Hinton, at which time he reminded those present that the meeting was being recorded. In attendance were Council members Steve Bender, Alex Cortezzo, and David Manzo. Also, in attendance were Mayor Wesley J. Smith, Borough Solicitor Ronald Karasek, Borough Engineer Brian Pysher, and Borough Manager Louise Firestone. Absent were Councilmen David Hess, Patrick Webber, and Jeff Yob.

**PUBLIC COMMENT**

No comments were heard at this time.

**APPROVAL OF MINUTES**

**On motion** by Dave Manzo to approve the April 4, 2022 minutes and seconded by Alex Cortezzo. Roll call vote taken. Council agreed unanimously.

**NEW BUSINESS**

1. 2007 Chevy Silverado – MunicBid Auction Award – Louise Firestone reported that the closing bid on the truck was \$21,000.

**On motion** by Alex Cortezzo to finalize the sale of the 2007 Silverado for \$21,000 and seconded by Dave Manzo. Roll call vote taken. Council agreed unanimously.

2. Resolution 2022-04 – Wind Gap Municipal Authority Term of Existence – Dave Manzo stated that the resolution allows the Wind Gap Municipal Authority an additional two years, but that time will go by pretty fast. Dave recommends that Council meet with representatives of the Municipal Authority and begin discussion and form a plan of action. Attorney Karasek reported that he contacted Bangor Borough Attorney David Ceraul, as years ago Bangor Borough combined with their Municipal Authority and Attorney Ceraul could be a beneficial source of information on the topic, but as of yet has not heard back from him.

**On motion** by Dave Manzo to adopt Resolution 2022-04 – Wind Gap Municipal Authority Term of Existence and seconded by Alex Cortezzo. Roll call vote taken. Council agreed unanimously.

**OLD BUSINESS**

1. JERC Performance Bond Reduction - Brian Pysher reported that he completed a review and site inspection based upon JERC's request for the reduction of the performance bond. During the reviews, Robert Collura Engineering found multiple items that were not completed. He contacted Mr. Joe Correia, J. G. Petrucci, Co. Inc., to inform him of the findings and Mr. Correia indicated that all outstanding items would be completed and then the request to release the performance bond will be made at that time.

**On motion** by Alex Cortezzo to table the JERC Performance Bond Reduction request until all the work is completed and seconded by Dave Manzo. Roll call vote taken. Council agreed unanimously.

2. GKEDC Performance Bond Reduction - Brian Pysher reported that Green Knight Economic Development Corporation had contacted Robert Collura Engineering in February requesting guidance and direction on how to reduce the bond for improvements related to their development. Brian provided GKEDC the sections of the Sub-Division and Land Development Ordinance (SALDO) as guidance to the procedures. Brian did go to the site and do an inspection, but to date, a written request for bond reduction has not been received from GKEDC.

**On motion** by Alex Cortezzo to table the Green Knight Economic Development Corporation (GKEDC) Performance Bond Reduction until a written request is received and seconded by Dave Manzo. Roll call vote taken. Council agreed unanimously.

3. Advertisement of Lincoln Street Paving/Handicap Ramp Project – Brian Pysher reported the Lincoln Street project is partially funded by Community Development Block Grant (CDBG) Program through Northampton County. The project was advertised for the installation of materials that will be provided by the borough in conjunction with the overlay of the street. Northampton County CDBG Administrator, Frank Brooks, saw the advertisement and advised that the project needs to include Davis Bacon prevailing wage rates in order to utilize the CDBG money. Brian will follow-up with Mr. Brooks, Northampton County, to discuss what specifically needs to be in the bid specifications and if the project needs to be re-advertised. We will have to send out an addendum to any contractor who has already picked up the specifications.

4. Zoning Officer – George Hinton introduced the newly appointed Zoning Officer, Suzanne Borzak, KeyCodes Inspection Agency, who was in attendance.

#### **COMMITTEE REPORT – Questions**

A written committee report was provided to Mayor Smith and Council.

Items of additional interest, Waste Management provided the first quarter tipping fee check in the amount of \$69,273.10. Within the last three weeks, Louise has submitted three grant applications for the park related to a new pavilion and widening of the East Third sidewalk in conjunction with the trail loop. Additionally, the Green Knight Economic Development Corporation has a grant round with a deadline of April 30, 2022, which the borough will apply for park funding.

The borough office has been having major computer issues that have affected our phone system related to the WI-FI along with e-mail issues. The IT company is currently working to rectify all of our major issues. They understand the full magnitude and installed a new firewall, new switches and will migrate our e-mail to Microsoft Outlook 365 so if anyone wants an e-mail that is Wind Gap Borough based, let the office know now so we can set it up. We were advised from several outside agencies that our e-mails were all going into the junk file because the e-mail was originating from e-mail that was not secure. She received a quote on a server for \$3,200 and will be utilizing administrative tipping fees for this expense.

Louise reported that a meeting was set up with State Representative Ann Flood to discuss issues that are relevant to Wind Gap Borough and to open the lines of communication. We explained how development affects our infrastructure and the added burden and expense on borough residents as townships are seeing the majority of the revenue. State Rep Flood was very understanding; she is new and we felt it would be beneficial to explain our specific issues and frustrations with the warehouse development and the bridge on Male Road. We



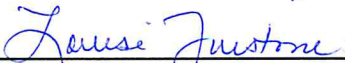
asked for her support in applying for grant funding as a majority of the grant awards benefit townships who have a larger tax base and have lower millage rates compared to boroughs. Mayor Smith has been discussing this also and we appreciate his ongoing support.

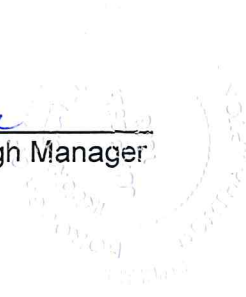
### **Mayor Smith's Report –**

Mayor Smith reported that he attended the Mayor's Reception that was hosted by the Greater Lehigh Valley Chamber of Commerce. Wind Gap and Portland were the only two Slate Belt municipalities who were in attendance. This coming Saturday, April 23, 2022, Wind Gap is partnering with State Representative Ann Flood and Giant Food Stores for her pick-up PA event for Earth Day. We are going to meet in the Giant parking lot and pick up trash from 10:00 a.m. until noon, we will find a spot to pick up trash for two hours. We had a great turnout at the egg hunt. Several families expressed their appreciation to him for hosting such a wonderful event for the community. The mayor thanked all involved including the Easter Bunny. The next COG meeting is scheduled for next Wednesday, April 27<sup>th</sup>.

### **ADJOURNMENT**

**On motion** by Dave Manzo to adjourn the meeting of April 19, 2022. Council agreed unanimously. The meeting of April 19, 2022 adjourned at 7:34 p.m.

  
\_\_\_\_\_  
Louise Firestone, Borough Manager



## **APRIL 19, 2022 MONTHLY REPORT**

### **STREETS:**

2022 F-550     Delivered – April 7, 2022 – Total Price \$96,179  
2022 F-250     Unknown Status

2007 Chevy Silverado MunicBid     \$21,000 bidding closed at 1:00 p.m. 4/19/22

Lincoln Street Project – Street Dept Installed First Inlet Box Set / Some Pipe Installed

Street Sweeping Scheduled for Monday, May 9 thru Friday, May 13

### **Awarded Funding:**

Northampton County Community Development Block Grant (CDBG)

Mechanic Street Paving/Handicap Ramp Project - \$65,000

Northampton County Community Development Block Grant (CDBG)

In conjunction with Plainfield Township – Materials - \$20,000 each

### **PARKING Ticket Report:**

March 2022 – 13 Violations

▪ Inspections	\$ 60.00
▪ Parked Against Traffic	\$ 15.00
▪ Registration	\$ 50.00
▪ Trailer on Roadway	<u>\$ 30.00</u>
	\$155.00

### **EMERGENCY MANAGEMENT:**

Dave Hess attended an EM update via ZOOM on April 14<sup>th</sup> conference hosted by Northampton County Community College regarding large enclosed structures/warehouses and the challenges they impose on first responders.

### **WASTE MANAGEMENT:**

Tipping Fees 1<sup>st</sup> Qtr 2022 Check - **\$69,273.10**

Open house scheduled for Saturday – May 21 11:00 a.m. – 2:00 p.m.

E-Cycling Event in Conjunction with Pen Argyl Borough

Saturday, November 5, 2022 Waste Management Parking Lot

Wind Gap - 2021 Tipping Fees Received: \$287,077.50 + Free Trash Value = \$338,805

Pen Argyl – 2021 Tipping Fees Received: \$929,253.71 + Free Trash Value = \$338,805

Plainfield Twp – 2021 Tipping Fees Received: \$2,219,682.49 (ACT101 Host Fee)

**WIND GAP AMBULANCE:**

March total calls – Wind Gap Boro = 45 / Monroe Cty = 21

Response Times 2.3 Minutes Avg (from dispatch to response)

**FIRE COMPANY:**

Year-to-date total calls - 24

Carnival Dates have been set – June 9, 10, 11, 2022

**PARK:**

Community Garden – Joyce McGarry organizing assignment of planters

**Trail Update:**

Split Rail fence installed with wiring on upper tier at eastern side of trail and additionally on East West Street

Grant Submitted to Local Share Account (LSA- Gaming Funds) for installation of New 8' wide sidewalks/curbs along Third Street and the remainder of South Lehigh – Steel Shelter (20'X20'X7'6" small pavilion)

**TOTAL REQUEST - \$480,000**

AARP Grant – Submission for Steel Shelter (20'X20'X7'6" small pavilion)

**TOTAL REQUEST - \$33,329**

Northampton County Livable Landscape Grant – Phase III

For installation of New 8' wide sidewalks along Third Street and

Four (4) handicap Picnic Tables

**TOTAL REQUEST - \$84,000**

Green Knight Economic Development Corp – Grant Deadline – April 30, 2022

**Awarded Funding:**

Lehigh Valley Mini Grant – Interpretive Signage along trail - \$6,800

Lehigh Valley Mini Grant – Rain Gardens - \$9,600

Slate Belt Rising Hotel Tax - \$5,000

Slate Belt Rising Budget for Community Garden - \$250 (potentially \$500)

Slate Belt Rising Plan Implementation (Master Plan) - \$10,000

**Easter Egg Hunt:**

Thanks to Deb Harbison, Rich Fox

Mayor Wesley Smith and his fiancée Adrianna

Wind Gap Volunteer Fire Company

And the "Easter Bunny - Samantha"

## **WIND GAP MUNICIPAL AUTHORITY:**

March 24, 2022 Meeting

- Public Meeting notice to go out with the April bill
- Resolution 2022-01 - WGMA Authorization has expired (50 years).
- Proposed Rate Increase - \$5.00 per 1,000 gal over base rate
- Grass or stone to cover and put around the pump station
- GKEDC meeting with Borough Engineer 3/24/2022
- Red light on Pumping Station still flashing red – something is wrong

## **PLANNING:**

April 7

- Pete Albanese – 614 South Broadway – No official action taken by the Planning Commission – current proposed plan requires ZHB variances
- Cosmo Development Ltd. – 29 Mechanic / Water St – Comments heard by the developer - Plan to be modified

## **ZONING:**

April 20 – Zoning Hearing Board has been cancelled

## **OFFICE:**

Computer System:

SonicWall Firewall

Powerstrip surge protector

UniFi Gigabit POE+ Switch (2)

Email must be migrated from Microsoft Outlook to Microsoft Office 365  
Server - \$3,200

## **FINANCIALS:** – Balances as of March 31, 2022:

**General Funds:** \$484,009.95

**Money Market Funds:** \$452,246.40

**Capital Reserve Funds:** \$1,389,959.55  
(\$665,104.39 – Sale of Borough Properties)

**State Liquid Fuels Funds:** Current Balance = **\$74,053.11**  
(2022 Estimated Allocation Based on 9.36 miles /  
Population of 2720 - \$76,289.38)  
Turnback Mileage = **\$1,680** – Received 3/1/2022

Bridge Inspection Fee - \$1,703 (April 2021 Inspection)

**PERSONNEL:**

Street Workers 5-year contract set to expire – December 31, 2022

Meeting with Teamster Local No. 773 set for May 10, 2022